**Procurement of Clerking arrangements in the Humber Hub for Enquire Learning Trust.**

**Introduction to Enquire Learning Trust**

**The Enquire Learning Trust (ELT)** isa multi-academy trust working to improve learning and achievement in primary schools across the North of England. It currently has 26 academies across 3 geographical hubs. The academies in the Humber hub consist of;

Buckingham Primary Academy Hull

Southcoates Primary Academy Hull

Eastfield Primary Academy Immingham

Middlethorpe Primary academy Cleethorpes

Laceby Acres Primary Academy Grimsby

Elliston Primary academy Cleethorpes

Humberston Cloverfields Primary Academy Grimsby

Welholme Primary Academy Grimsby

Enfield Primary Academy Grimsby

Springfield Primary Academy Grimsby

Keelby Primary Academy Lincolnshire

ELT believes that all students can be powerful learners if they are given access to good learning experiences. ELT wants children, and the academies they attend, to be confident, successful and ambitious.

ELT envisages a Trust where well led, highly skilled and committed professionals collaborate, learn and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.

ELT wants to add value to achievement and raise standards and also wants to change lives. ELT knows this requires its provision and its practice to be world class. Because of the distance to be travelled, ELT understands that good will not be good enough and that it needs to develop a shared appreciation of excellence and then strive to enact it every day.

ELT needs to show that it takes learning seriously and will work together to create a vibrant culture in which this can happen.  It knows that it’s what it does that counts and that its thinking must be visible in classrooms if it is to have leverage.  Children are at the forefront of all that ELT does and aspires to do. ELT needs to take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that taps into their passions and interests and use the potential of emergent technologies.

**About this procurement**

To manage this procurement and to communicate with potential bidders, ELT uses a digital process which is a combination of its procurement page on its websites , publication on Contracts Finder and direct email communication with its Office Manager, Phillipa Worrall.

No hard copy documents will be issued and all communications with ELT (including the submission of quotations) will be conducted through email. To ensure all communications relating to this Procurement are received, you must ensure that the point of contact you nominate in the e-tendering system is accurate at all times as ELT will not be under any obligation to contact any other point of contact.

All bids must be submitted to ELT in electronic format. Quotations must be received by the date and time set out in the table below. Any requests for clarification are to be submitted via email to:

**Phillipa.Worrall@enquirelearningtrust.org**

Your attention is drawn to the date and time for receipt of your quotation and **no submission will be allowed for whatever reason after this date and time.**

When returning your quotation please ensure that:

* all documentation is properly completed and enclosed with your quotation.
* the deadline by which the quotation must be returned is complied with.

All Suppliers must keep their respective quotation valid and open for acceptance by ELT until the expiry of 90 calendar days from the deadline for the receipt of quotations.

**Timetable**

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| 1. **Request for quotation issued** | **19th March 2018** |
| 1. **Deadline for clarification questions** | **20th April 2018** |
| 1. **Deadline for quotations** | **27th April 2018** |
| 1. **Quotation evaluation** | **30th April 2018** |
| 1. **Contract awarded** | **6th May 2018** |
| 1. **Delivery commences** | **1st September 2018** |

**Quotations are invited for the following:**

To provide a clerking service for 11 academies in the Humber Hub:

Buckingham Primary Academy Hull

Southcoates Primary Academy Hull

Eastfield Primary Academy Immingham

Middlethorpe Primary academy Cleethorpes

Laceby Acres Primary Academy Grimsby

Elliston Primary academy Cleethorpes

Humberston Cloverfields Primary Academy Grimsby

Welholme Primary Academy Grimsby

Enfield Primary Academy Grimsby

Springfield Primary Academy Grimsby

Keelby Primary Academy Lincolnshire

Each academy will have 6 Local Governing Body meetings per year, each meeting will last approximately two hours.

The contract period is for 1 year from the 1st September 2018

**Advisory**

The academy will ensure: The supply to the clerk 10 working days in advance of any meeting, Principal’s report and any other supporting documentation by email for distribution to governors with the agenda to enable compliance with the statutory requirement to give notice of meetings at least 7 days in advance.

**Specification of services required**

To work within the Trust governance arrangements and terms of office. Which can be requested from the Office Manager if required.

There will be an expectation to work closely with the Trust Director of Governance and Board of Trustees which may require contact outside of formal meeting days and hours

To ensure that local governing bodies work within the discretions of the Scheme of Delegation, this can be found on the Trust website [www.enquirelearningtrust.org/governance](http://www.enquirelearningtrust.org/governance)

To liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations; all papers will be shared electronically and any photocopying which is required will be done so by the academy.

Ensure meetings are quorate, if meetings are not quorate arrange another date and time which is convenient

Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting

Draft minutes of governing body meetings, highlighting governor challenge, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and Principal

Circulate the reviewed draft to all governors, the Principal and the Trust within the timescale agreed with the Trust

Follow-up any agreed action points with those responsible and inform the chair of progress

Maintain up to date records of the names, addresses and category of governing body members and their term of office, and inform the governing body and any relevant authorities of any changes to its membership

Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings

Maintain records of governing body correspondence

Advises on the annual calendar of governing body meetings and tasks

Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice

Advise governors and appointing bodies in advance of the expiry of a governor’s term of office, so elections or appointments can be organised in a timely manner;

Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections

Maintain a register of governor pecuniary interests and ensure the record of governors’ business interests is reviewed regularly and lodged within the school and the Trust

Ensure Disclosure and Barring (DBS) has been carried out on any governor where it is appropriate to do so

Maintain a record of training undertaken by members of the governing body

Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance

Advise the governing body on succession planning (of all roles, not just the Chair)

The clerk may be asked to undertake the following additional duties:

* Clerk any statutory appeal committees/panels the governing body is required to convene
* Assist with the elections of parent and staff governors
* Participate in, and contribute to the training of governors in areas appropriate to the clerking role
* Maintain a file of relevant Department for Education (DfE), Trust and church authorities (if appropriate) guidance documents
* Maintain archive materials
* Prepare briefing papers for the governing body, as necessary
* Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies
* Perform such other tasks as may be determined by the governing body from time to time

**Your response to this procurement**

We request that copies of the following documentation are submitted.

A copy of each of your current Employers Liability, Public Liability, and Professional Indemnity Insurance certificates.

A copy of current Data Protection Policy

A copy of your organisation’s Equal Opportunities Policy.

Copy of DBS clearance for any employer who may visit any of ELT Academy clients

**Awarding of contract**

# ELT will accept the quotation which is most economically advantageous which is a balance between cost and quality.

# Based on the information provided by suppliers, each submission will be evaluated based on a combination of price and quality.

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| --- | --- |
| **Criteria** |  |
| Price | **25%** |
| Quality | **15%** |
| **Quality will be evaluated based on the following:** |  |
| Experience/Knowledge of similar work | **40%** |
| Proposed operational methodology/delivery of services | **20%** |

**FURTHER INFORMATION AND QUERIES**

Suppliers should seek to clarify any questions that they may have in relation to the ELT’s requirement before submitting their proposal. All such requests for clarification should be submitted via email ONLY to:

[Phillipa.Worrall@enquirelearningtrust.org](mailto:Phillipa.Worrall@enquirelearningtrust.org)

The deadline for receipt of clarification questions is Noon, Friday 20th April 2018.